



Basic	Intermediate
Getting started with Access <ul style="list-style-type: none"> Exploring Access Create a simple database table Introduction to the Primary Key 	Advanced Table Design <ul style="list-style-type: none"> Field Properties Input masks Captions Validation rules Field size Formats Lookups
Working with Table Data <ul style="list-style-type: none"> Entering & deleting table data Modifying table data Sort and Filter records 	Advanced Queries <ul style="list-style-type: none"> Review of basic queries Wildcards Parameter queries Action queries Cross tab queries Calculated fields
Querying a Database <ul style="list-style-type: none"> Create a basic query in design view Sort and Filter data in a query Sort and Filter records Printing Options 	Enhancing Forms <ul style="list-style-type: none"> Adding Fields Combo Boxes List Boxes Calculated Fields Modify Properties
Using Forms <ul style="list-style-type: none"> Create basic forms Form design options Printing options 	Enhancing Reports <ul style="list-style-type: none"> Format Reports Control Report pagination Summarise report information Add a sub-report to an existing report Create a mailing label report
Using Reports <ul style="list-style-type: none"> Create basic reports Report design options Printing options 	Developing Relational Database Concepts <ul style="list-style-type: none"> Referential Integrity One-to-One One-to-Many Many-to-Many Query Multiple Tables
Relational Databases <ul style="list-style-type: none"> Understanding relationships Relational database design Create table relationships 	Sharing Data Across Applications <ul style="list-style-type: none"> Import data into Access Export data to text file formats Export data to Excel Create a Mail Merge
Sharing Data Across Applications <ul style="list-style-type: none"> Introduction to Mail Merge 	